

## **COURSE OFFERING FORM CHECKLIST**

### **(USE THIS CHECKLIST TO COMPLETE THE COURSE OFFERING FORM)**

(Course offering form may be submitted electronically)

- PLEASE MARK THE PROGRAM AREA AT THE TOP LEFT-HAND CORNER
- COMPLETE DISTRICT/SCHOOL/SCHOOL YEAR DATA IN THE TOP RIGHT-HAND CORNER
- IF THERE ARE THREE TEACHERS IN ONE PROGRAM AREA, COMPLETE ONLY ONE FORM FOR ALL THREE TEACHERS.
- WHAT CAREER MAJOR PROGRAMS HAVE YOU ENTERED IN TEDS? THEY SHOULD BE THE SAME AS WHAT YOU REPORT ON YOUR COURSE OFFERINGS FORM IN COLUMN A.
- COLUMN A - LIST CAREER MAJORS OFFERED IN YOUR PROGRAM AREA. DO THE STUDENTS KNOW WHAT CAREER MAJORS ARE OFFERED IN YOUR PROGRAM AREA? ARE YOU FAMILIAR WITH THE CORRECT TITLES OF THE CAREER MAJORS AS LISTED IN THE CAREER & TECHNICAL EDUCATION PROGRAM OF STUDIES? ([www.kentuckyschools.org/voced/default.asp](http://www.kentuckyschools.org/voced/default.asp)) DO YOU HAVE THE CAREER MAJORS LISTED IN YOUR SCHOOL HANDBOOK OR SCHOOL PROGRAM OF STUDIES?
- HOW MANY CAREER MAJORS DO YOU OFFER? ARE THEY CAREER MAJORS THAT WOULD BE USEFUL TO YOUR STUDENTS AND THE COMMUNITY? YOU CAN LIST MORE THAN ONE CAREER MAJOR IN THE SAME PROGRAM AREA ON A FORM.
- COLUMN B - WHAT CLASSES DO YOU TEACH THAT WILL LEAD TO COMPLETION OF A CAREER MAJOR? DO YOU ROTATE CLASSES TAUGHT FROM YEAR TO YEAR OR SEMESTER TO SEMESTER? IF SO, LIST THEM. ALSO, YOU DON'T HAVE TO TEACH EVERYTHING IN ONE YEAR. STUDENTS SHOULD BE GIVEN THE OPPORTUNITY TO TAKE CLASSES SOMETIME DURING THE FOUR YEARS OF HIGH SCHOOL. ARE THE TITLES OF YOUR COURSES THE SAME AS LISTED IN THE PROGRAM OF STUDIES?
- COLUMN C - PLEASE WRITE DOWN THE FIRST AND LAST NAME OF THE TEACHER.
- COLUMN D - IS YOUR COURSE ONE SEMESTER, NINE WEEKS, ALL YEAR,  $\frac{1}{2}$  CREDIT, 1 CREDIT?